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Approved For Release 2002/05/01 : CIA-RDP80-00773A000100040018-9

4 OCT 1979

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 3 October 1979

1. Specialized Advertising: On 28 September, as a result of an advertisement we had placed in the Fall 1979 edition of the Graduating Engineer, a new publication of McGraw Hill Publication distributed free of charge to engineering students, we received 23 resumes from engineers through the magazine's resume forwarding service. Previously, an ad placed in this publication yielded 13 resumes, nine through direct inquiry to the Agency, and four through the forwarding service. The resumes are being sent directly to the recruiters for immediate contact. (U)

25X1A 2. Recruitment Trip: [] IG Staff, will 25X1A
accompany Recruiter [] to the Leesburg, Virginia
Employment Commission (VEC) on Friday, 5 October. [] 25X1A
will be interviewing all clerical applicants, e.g., clerks, full
and part-time typists, stenographers, security escorts, couriers,
guards, tape librarians, and will draw applicants from the
surrounding area, as far as Winchester. This is a result of
recent advertising. [] believes this will be a very
typical situation for [] to observe recruiting procedures
using VEC facilities. (U)

25X1A 3. NAPA Project Group: The Project Group has reviewed its
25X1A progress to date and has concluded that a reasonably firm time
schedule for task completion can now be drawn up:

a. The major portion of our work -- the drafting
of approximately 25 issue papers -- will be completed in
two weeks.

4. Position Management:

a. Position Management and Compensation representatives
met with an Office of Management and Budget (OMB) position
classifier to discuss criteria and grade structure for Budget
Examiner positions in OMB. This information was elicited in
connection with the evaluation of similar positions in RMS.
(AIUO)

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b. Met with General Services Administration position classifier to obtain comparison data on positions comparable to those in the O/Commo/Telephone Branch preparatory to conducting a survey of that component. (AIUO)

25X1A



25X9

6. New Employees: We entered on duty more employees this last fiscal year than in any of the past five years. There were (AIUO)

7. Senior Official Addresses Military Reserve Unit: On Monday, 1 October 1979, the Joint Military Reserve Training Command was addressed by Mr. Leslie C. Dirks, Deputy Director for Science and Technology. He described the DDS&T and discussed how the DDS&T is using research and development resources in the Agency and the relationships with the military R&D efforts in the public sector. The meeting was well attended by Reservists, and there were a number of non-Reservists, both men and women, in attendance as a result of the Employee Bulletin announcing the senior Agency speakers. (AIUO)

8. Suggestion and Achievement Awards: A quick review of the Suggestion and Achievement Awards for FY-79 produced the following:

	<u>Cases Approved</u>	<u>Employees Recognized</u>	<u>Awards Approved</u>	<u>Ratio of Total Awards</u>
Suggestions	108	124	\$ 33,820	24%
Special Achievement and Exceptional Accomplishments	74	109	109,828	76%
	—	—	—	
TOTALS	182	233	143,648	

Total awards approved represented a new record and far exceeded last year's \$98,655. Employees recognized, 233, marked a 36% increase over FY-78's figure of 171 employees recognized. One Special Achievement group award for a total of \$21,000 represents the highest single award ever approved in the Agency.

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9. EAA Store: The EAA Store put its Hallmark Christmas cards and tree ornaments on sale on 2 October. At discount prices, these are popular items and are going fast. (U)

10. Meeting with Social Security Administration: Representatives of Contract Personnel Division, General Counsel and the Central Cover Staff met with representatives of the Social Security Administration (SSA) to discuss the Department of Justice response to an HEW request for legal opinion concerning support provided the Agency by the SSA. Procedural details to ensure compliance with the opinion are to be coordinated with the Justice Department by [redacted] OGC. (C)

25X1A

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11. Rehired Annuitants: The Weekly Civilian Annuitant Activities Report is attached. (S)

[redacted]

25X1A

Harry E. Fitzwater

Att

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2 October 1979

MEMORANDUM FOR: Executive Assistant, OP

25X1A FROM:

[REDACTED]
Chief, Contract Personnel Division

SUBJECT: Weekly Report

1. Representatives of CPD, OGC and CCS met with representatives of the Social Security Administration to discuss the Department of Justice response to an HEW request for legal opinion concerning support provided the Agency by the Social Security Administration. Procedural details to insure compliance with the opinion are to be coordinated with the Justice Department by [REDACTED]

25X1A

2. The Weekly Civilian Annuitant Activities Report is attached.

[REDACTED] 25X1A

Att

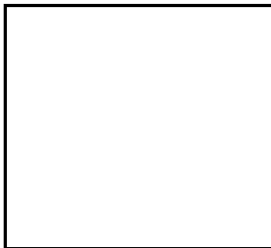
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (26 Sept. - 2 October 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DDA

25X1A



- Independent Contractor,
ISS, new hire effective
18 September 1979 (U)

DDO

- Independent Contractor,
DCD, new hire effective
10 September 1979 (S)

2. The following rehired civilian annuitant cases were approved for extension:

DCI

25X1A

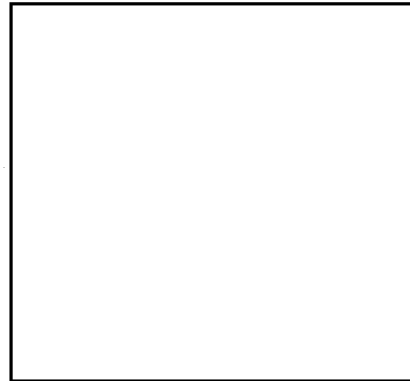


- Contract Employee, OLC,
one-year extension
effective 1 October 1979 (U)

- Contract Employee, DCI,
one-year extension
effective 1 October 1979 (U)

DDO

25X1A



- Independent Contractor,
DCD, one-year extension
effective 6 October 1979 (S)

- Independent Contractor,
DCD, one-year extension
effective 4 October 1979 (S)

NFAC

- Independent Contractor,
OER, one-year extension
effective 1 October 1979 (U)

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27 SEP 1979

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM:

[REDACTED]
Deputy Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 26 September 1979 (U)

1. Recruitment

25X1A a. [REDACTED] reports that he presented copies of a recent unclassified Office of Economic Research publication on higher education in the Soviet Union to Dr. Lorrin Kennemer, Dean of the College of Education at the University of Texas in Austin. Dr. Kennemer was delighted to receive 40 copies of the publication and will give a copy to all deans of education in the Southwest during a regional symposium to be held in the near future. (U/AIUO)

25X1A b. [REDACTED]
25X1A reports that he and [REDACTED] of the National Photographic Interpretation Center had a successful trip to the National Photogrammetrists Conference in Sioux Falls, South Dakota during the period 18 through 20 September. [REDACTED] stated they passed out information to many of the participants and interviewed several. In addition, he reports that he has given forms to an American Indian applicant for the Career Training Program. (U/AIUO)

2. Hispanic Recruitment: [REDACTED] Deputy Chief, Recruitment Division, reports that the Hispanic Recruitment Conference in San Juan, Puerto Rico that was held from 17 through 21 September 1979 was well attended. Mr. Jule Sugarman, Deputy Director of the Office of Personnel Management, was the keynote speaker at the conference. While the facilities did not permit extensive interviews, Agency representatives talked to several promising applicants and believed the conference was a success. (U/AIUO)

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25X1A 3. Handicapped Employee Honored: In July 1979, National Photographic Interpretation Center (NPIC) employee [] was nominated by the Agency for one of the Outstanding Handicapped Federal Employees of the Year Awards for 1979. This was the first time CIA submitted a nomination for these annual awards presented by the Office of Personnel Management (OPM) to ten outstanding men and women who are making significant contributions to their agencies in spite of severe physical limitations. OPM notified us on 18 September that our nominee was not chosen as a co-winner for this year's national award. They did, however, write a very nice letter offering their warmest congratulations to [] on being recognized for his many achievements and enclosed a certificate signed by President Carter and OPM Director Campbell in honor of his selection as the CIA Handicapped Employee of the Year. This certificate will be presented to [] by the Director, NPIC at a special recognition ceremony in Building [] during National Employ the Handicapped Week, on Tuesday, 9 October 1979. (U/AIUO)

25X1A

25X1A 4. Special Briefing: [] will brief the NAPA Project Group and others today, 27 September, regarding his work in the Center for the Study of Intelligence. (AIUO)

5. Position Classification Survey: Representatives of the Position Management and Compensation Division (PMCD) met with the Deputy Director of Medical Services to discuss Regional Medical Officer and Medical Service Officer positions. Grade evaluation standards for these positions are being developed as part of PMCD's current survey of the Office of Medical Services. (U/AIUO)

6. Longevity Awards Certificates: Following last Tuesday's Annual Awards Ceremony, Honor and Merit Awards personnel began preparation for sending out approximately 1400 certificates to employees who have completed 10, 15, 20, 25 and 30 years of Agency service. This involves identification of those eligible, having the certificates printed, verifying the printed certificate for correct spelling and number of years, and routing to the proper component. The certificates should be sent to Directorate Administrative Officers within the next few days for appropriate presentation ceremonies within the components. (U/AIUO)

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7. Combined Federal Campaign: The 1980 CFC Kickoff Rally was held in the Headquarters Auditorium on 21 September 1979. Approximately 100 campaign workers attended and watched two training films as well as heard Mr. Bill Carley, a Loaned Executive to the Combined Federal Campaign. In response to the suggestion that upper management take an even more active interest in this year's campaign, Mr. Wortman has requested that statistics be developed regarding last year's participation levels and percentages of goals met by each Directorate. Mr. Wortman plans to present this information to other Deputy Directors at the Friday staff meeting on 28 September 1979. He plans to encourage the other Deputy Directors to review and discuss the bi-weekly status reports. (U/AIUO)

8. Administrative Allowance Committee: Based on a recent decision of the Administrative Allowance Committee, an Executive Sub-Committee has been formed to act for the full Committee in establishing allowances for certain nonofficial cover personnel. The Sub-Committee will consist of Chief, Contract Personnel Division and two representatives of the Operations Directorate. Its primary purpose will be to help streamline the activities of the AAC through the expeditious handling of relatively routine matters concerning allowances for nonofficial cover personnel. (U/AIUO)

9. Suggestion Box Program: No suggestions were received this week. The total received thus far remains at 71. (U)

10. Rehired Annuitants: See attached report. (S)

COMING EVENTS

1) The principal speaker for the Agency Military Reserve Unit on 1 October 1979 is Mr. Leslie C. Dirks, Deputy Director for Science and Technology. He will discuss how the DDS&T is using research and development resources in the Agency, and the relationships with the military research and development efforts in the public sector. (U/AIUO)

2) [redacted] Chief, Staff Personnel Division, arranged for [redacted] Office of Scientific Intelligence, and [redacted] Office of Economic Research, to meet with the Director on 2 October 1979 to discuss their experience as Presidential Executive Exchange Program participants. Information concerning the program has been forwarded to Sergeant Gary Moore. (U/AIUO)

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27 Sep 79

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